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Personnel - General
CALIFORNIA PERSONNEL SERVICE CENTER PROCEDURES MANUAL
(CAMP-CARE)

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CHAPTER 1

CALIFORNIA PERSONNEL SERVICE CENTER PROCEDURES MANUAL (CAMP-CARE)

1-1 PURPOSE. To provide guidance to military personnel and supported units in the areas of functional responsibility and operational procedures applicable to the California Personnel Service Center.

1-2 APPLICABILITY. The provisions of this Procedures Manual are applicable to all California Army National Guard (CAL ARNG) units and will be utilized upon the official effective date of MPRJ transfer of responsibility.

1-3 DEFINITIONS. a. **MILPO.** The California Military Personnel Office is established at the state level. Within the MILPO Directorate are ten branches. The Director of Military Personnel's office symbol is "CAMP"; other branch office symbols are indicated below:

(1) CAMP-OPMS - Officer Personnel Management

(2) CAMP-RR - Recruiting and Retention

(3) CAMP-EPMS - Enlisted Personnel Management within CAMP-EPMS is the Bonus (SRIP) Manager (CAMP-EPMS-B)

(4) CAMP-SIB - SIDPERS

(5) CAMP-SB - Support (Casualty)

(6) CAMP-CARE - California Personnel Service Center

(7) CAMP-CE - Civilian Education

(8) CAMP-B - Boards and Title 10 Tours

(9) CAMP-FP - Family Assistance program

(10) CAMP-A - Automation/Computers

b. **SRIP.** The Selective Reserve Incentive Program (Bonus).

c. **OTAG.** Office of the Adjutant General.

d. **PQR.** Personnel Qualification Record (GPFM Form 1790) for use at unit level. The GPFM Form 1790 is a two page form generated by SIDPERS for use as a management tool for organization (battalion and higher) use.

e. **DEC.** The State's Computer System (CAIM).

f. **ASC.** The State's Automated Status Card on the DEC system (CAMP-EPMS).

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g. MPRJ. Military Personnel Records Jacket (includes Health Record and Dental Record).

h. MEPS. Military Entrance Processing Station. The generator of enlistment accession packets that will be sent directly to CAMP-RR within five days of the date of enlistment.

i. The "Readiness Packet" (also called the "IMF Folder" and "POR" Packet). This packet contains birth certificates, marriage certificate, DA Form 428 with two pictures, DD Form 1172, DA Form 3956, Divorce Decree, etc., and is retained at the unit level, supervised by the unit training NCO.

j. Reassignment. For the purpose of this Procedures Manual, a personnel action that occurs within a unit such as a DMOS change with a paragraph and line number change is a reassignment.

k. Transfer. For the purpose of this Procedures Manual, a personnel action that occurs between commands (inter-command) such as a transfer from one battalion to another or from one state to another is a transfer.

1-4 RESPONSIBILITIES WITHIN THE CALIFORNIA PERSONNEL SERVICE CENTER. a. CAMP-CARE. Provides management, maintenance and control of the MPRJ, Health Record and allied documents for all members of the CAL ARNG. CAMP-CARE is responsible for the accuracy and completeness of the MPRJ and generation of suspense rosters/reports such as longevity service awards, automated ETS orders and immunization requirements. Certain other overdue personnel actions such as physical examination dates are currently provided by CAMP-SIB on the SIDPERS output product "GPFM-0860 (Personnel Action Past Due)".

b. Battalions. A battalion serves as a support and coordination element between the MILPO and units. Machine produced suspense rosters provided by SIDPERS and CAMP-CARE will be utilized at battalion level to monitor suspense actions within individual units and to assist the MILPO in accomplishing required administrative actions in a timely manner. The battalion is responsible for reviewing personnel actions/requirements for completeness and accuracy, with positive actions taken to improve quality control on data and document(s) prior to forwarding to the MILPO. Where no battalion element exists, the unit's next higher headquarters will assume this responsibility.

c. Units. The unit is the initiator of almost all personnel transaction activities and has a specific responsibility to provide constant update and input for updating both manual and computer systems. It is incumbent upon unit administrative personnel to include the soldier in this process whenever possible. Additional responsibilities of the unit are listed in succeeding paragraphs.

1-5 UNIT SOURCE DOCUMENT. All personnel transactions with supporting document(s) will be submitted through battalion headquarters on appropriate transmittal forms. Personnel transactions and form input may be submitted to the

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appropriate MILPO branch from battalion level, except for those actions that require command channel approval/disapproval. This procedure is further addressed in Chapter 2 and is effective upon the official transfer of unit records to CAMP-CARE control.

1-6 MAINTENANCE OF HEALTH RECORDS (DA FORM 3444 SERIES). CAMP-CARE will maintain an appropriate health record on each member of the CAL ARNG.

1-7 CHANGES TO THE PROCEDURES MANUAL. a. This Procedures Manual, and subsequent changes, may be obtained through normal publication supply channels in desired quantities. This Procedures Manual may be separated into functional areas for use as a desk guide for day-to-day operations.

b. Page changes will be provided to permit easy insertion of changes. Changes will be posted in accordance with instructions outlined in DA Pamphlet 310-13.

CHAPTER 2

TRANSMITTAL OF DOCUMENTS

2-1 PURPOSE. To establish a procedure in which documents that are required to be posted/filed in the individual's MPRJ/Health Record can be transmitted from the service member's organization to CAMP-CARE while still maintaining a system of accountability. This transmittal system is effective immediately upon official transfer of each unit's records.

2-2 DEFINITION. CAMP-CARE's Transmittal Form #1R is titled Transmittal of Documents for posting/filing in the MPRJ/Health Record and is shown at Appendix A. This form is the only transmittal of documents form that can be accepted by CAMP-CARE. It will be used by each organization to transmit documents that are required to be posted and/or filed in the individual's MPRJ/Health Records in accordance with applicable regulations and this CAMP-CARE Procedures Manual.

2-3 FUNCTION. CAMP-CARE's Transmittal Form #1R is designed exclusively for transmitting documents requiring posting/filing in the MPRJ/Health Record. This form is not a SIDPERS transmittal form and does not change existing MILPO branches transmittal requirements. It will not generate coding changes, pay changes or any other personnel actions. Units will continue to use the appropriate SIDPERS transmittal form for making changes to the data base. An example of how the CAMP-CARE Transmittal Form will be utilized can be seen by tracing the processing of a DA Form 4836, Extension of Enlistment. As a unit completes the form, copy #3 (green) will still go to SIDPERS on their transmittal form for coding into the data base. Copy #4 (pink) will go to the individual and copies 1 and 2 (white and yellow), which by regulation are required to be filed in the service member's MPRJ, will be forwarded to CAMP-CARE on Transmittal Form #1R for necessary posting and filing. As you can readily see, MILPO personnel actions stay basically the same. The only difference is once CAMP-CARE has custody of the units' MPRJ's/Health Records, documents that should be filed in the records will be forwarded to the CAMP-CARE Center using CAMP-CARE's Transmittal Form #1R.

2-4 DISPOSITION OF TRANSMITTAL FORM #1R. a. Units may use this form for various types of personnel actions. It is recommended that a separate transmittal sheet be used for officer and one for enlisted personnel.

b. Units will attach one copy of each document per individual listed on the document. Each transmittal form has lines for ten individual entries. When completing the form, list the individual's name, rank, SSN, and type of document attached. This will ensure proper accountability.

c. Units will forward CAMP-CARE's Transmittal Form #1R in two copies. The original will be returned to the unit for their files.

2-5 DISTRIBUTION/REQUISITION. Individual distribution of CAMP-CARE transmittal forms will be made during the units' official records transfer. This form is designed to be locally reproduced, but if units need additional forms they should submit a written request to CAMP-CARE, ATTN: Control Section.

CHAPTER 3

PROCEDURES

3-1 PROCEDURES. A series of procedures addressing routine, reoccurring tasks is hereby published with basic guidelines in accomplishing the selected actions. Included within the procedures are basic references applicable to the subject.

3-2 USE OF PROCEDURES. All procedures have been written to address the norm rather than the exception. In using the procedures, if actions desired are not addressed, contact CAMP-CARE for additional guidance. For separate units, the term battalion as used in the procedure shall mean the next higher headquarters.

3-3 ADDITIONAL DUTY ASSIGNMENTS. (Reference: DA Pam 600-8). Additional Duty Assignments are local option assignments and are NOT required for filing in the MPRJ.

3-4 APPLYING FOR AGR/ACTIVE DUTY TOURS. (Reference: CAL ARNGR 600-5). Soldiers will meet all necessary requirements on the application and forward their entire packet through CAMP-CARE if requirements exist for information in the soldier's MPRJ/Health Record. CAMP-CARE will attach necessary documents and expedite transmittal to the appropriate agency. Applicants must ensure their packet reaches CAMP-CARE at least one day prior to the closing date of the announcement.

3-5 AUDITS/RECORDS REVIEW. The Personnel Qualification Record (PQR) requires review by each of our soldiers periodically. Continuous correction and update of this federal (SIDPERS) data information is vital. CAMP-CARE currently supports two types of individual soldier review systems:

a. A full MPRJ review will be conducted annually during Personnel Readiness Enhancement Program (PREP) by the Records Center.

b. The Personal Record Review System provides soldier support to individuals that wish to personally review their MPRJ on file in CAMP-CARE. This support system is addressed in Personnel Policy Bulletin Number 87-68, dated 1 Nov 87. Personnel desiring to take a look at their DA Form 201 (Military Personnel Record Jacket) file may make an appointment by contacting CAMP-CARE at (916) 973-3469/74 between the hours 0800-1600 Monday through Friday, and make an appointment convenient to both. Appointments should be made a week in advance.

3-6 AWARDS AND DECORATIONS. (Reference: AR 672-5-1, CAL ARNGR 672-1, and OTAG Personnel Policy Bulletin Number 88-40). a. Longevity (Service) Awards.

(1) Longevity Awards Program is maintained by CAMP-CARE. Organizations are provided periodic rosters of unit personnel who qualify for Federal

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(GCMDL/ARMY for AGR personnel, AR-COMP-ACHVMT-MDL and ARMED-FORCES-RES-MDL) and State (CACSM, CAGCR, CAGCM, and CADAR) service awards. Rosters will indicate service time eligibility only. Commanders should follow requirements outlined in the referenced regulations to determine complete eligibility.

(2) Upon receipt of a periodic roster, unit personnel must follow guidelines outlined in the attached MOI to each roster received.

b. Meritorious Awards.

(1) Initiation procedures pertaining to use of DA Form 638 are outlined in CAL ARNGR 672-1. Units will follow existing procedures for submitting requests for Meritorious Awards.

(2) It will be the unit's responsibility to provide CAMP-CARE with orders awarding Meritorious Awards (ARCOM, CACOM, etc.) for appropriate posting and filing.

c. Upon eligibility of the OS-SVC-RBN, NCO-PROF-DEV-RBN, and ARCOTR, it is the unit's responsibility to provide CAMP-CARE with appropriate documents.

3-7 AWOL DOCUMENTATION. Units will utilize the DAMPRE 750 Report and DA Form 1379 to compute AWOL periods incurred by service members. Current posting procedures for AWOL letter mailings remain in effect. The unit will set up their own AWOL files to insure proper administration; however, due to the nature of these letters, transmittal to CAMP-CARE would not be efficient. Documentation to support involuntary separation requests must be initiated and kept at the local unit level and MUST BE made a part of the separation request; therefore, do not forward copies of AWOL letters.

3-8 CONDITIONAL RELEASES (NGB Form 61). (Reference: NGR 600-100). **a.** The NGB Form 61 will be utilized for officers who intend to transfer to any Army National Guard unit of another state.

b. The unit will complete and forward NGB Form 61 to CAMP-CARE; who, in turn, will supply and forward applicable documentation to the unit of its designated addressee in the most expedient way possible. Transmittal of this document should be high priority and annotated as such. Units will insure the individual and the unit commander sign in the appropriate boxes. Item 17 on NGB Form 61 is to be completed in the following manner:

OTAG-SMF-CA
ATTN: CAMP-OPMS (OTAG Box #34)
2829 Watt Avenue - P.O. Box 214405
Sacramento, California 95821-0405

(1) Units will insure individuals include the new address and phone number.

(2) There is no longer an additional requirement for the unit to forward a separate copy to CAMP-SIB. CAMP-CARE will provide a copy of the initial release through CAMP-SIB for changing training status code and then to CAMP-OPMS.

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c. Upon receipt of the completed NGB Form 61, with appropriate documentation from the new state, CAMP-OPMS will generate separation orders.

d. CAMP-CARE will react to published separation orders by forwarding MPRJ and closed-out records to the appropriate agencies.

3-9 CORRESPONDENCE COURSES. (Reference: DA PAM 351-20) a. Units will follow existing procedures for submitting requests for correspondence courses, (DA Form 145).

b. Units will retain subcourse completion notices until posted to the individual's NGB Form 23. The MPRJ action pending requirement prescribed by item 65, Table 5-7, NGR 600-200 for subcourse completion notice is suspended. MPRJ filing of subcourse completion notices will not be required.

c. Units will provide final course completion or termination notices to CAMP-CARE for posting and filing.

3-10 DA SELECTION BOARDS/OTAG OFFICER COMMAND SELECTION BOARDS. The basic set of procedures set forth in Paragraph 3-34, Qualitative Retention Program, will be followed for this type of board action.

3-11 DISCHARGE OF ENLISTED PERSONNEL. (Reference: OTAG Personnel Policy Bulletin Number 87-76). In accordance with established procedures, discharge of enlisted personnel will remain the same with the exception of the following:

a. CAMP-CARE reacts to discharge orders. Effective 1 July 1987, all discharge orders for enlisted personnel have been accomplished on OTAG orders.

(1) The Automated ETS order process has been in place since this date. Effective 1 January 1988, requests for ETS Discharge orders (RFO-ETS) - CAL ARNG Form 600-2 are not required to be submitted unless the commander has established that the soldier's characterization of service will be GENERAL. In this case, the RFO-ETS (CAL ARNG Form 600-2) and substantiating documentation must be addressed through appropriate command channels to reach CAMP-CARE no later than the first day of the individual soldier's ETS month.

(2) Automated PETS (Prior to Expiration Term of Service). (Reference: OTAG Personnel Policy Bulletin Number 87-45). This process has been implemented by CAMP-EPMS.

b. Copy #1 of NGB Form 22 and the appropriate discharge certificate will be mailed to the soldier's last known address by CAMP-CARE.

c. The unit will comply with established distribution procedures regarding the PFR. The NGB Form 23 will be closed out at unit level and immediately forwarded to CAMP-SIB-RPAS.

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3-12 NON-COMMISSIONED OFFICER EVALUATION REPORTS (NCOER). (Reference: OTAG Personnel Policy Bulletin Number 88-16). Units will follow guidance and instructions outlined in the above stated reference when initiating the new NCOER. The battalion level is the authority for MILPO verification. Units will forward the original NCOER through CAMP-EPMS to CAMP-CARE for filing in the soldier's MPRJ.

3-13 ENLISTMENT ACCESSION PACKETS. (Reference: NGR 600-200 with CAL ARNG Supplementation). a. All Enlistment Accession Packets will be forwarded directly to CAMP-RR for the appropriate processing. CAMP-SIB will distribute the Enlistment Packet to be filed in the soldier's MPRJ to CAMP-CARE, where the MPRJ, DA Form 2-1 and appropriate Health Record will be prepared. The unit of assignment will be provided the soldier's MPRJ "Junior" using the Notification Form shown at Appendix F by CAMP-CARE.

b. MEPS or the recruiter will notify the unit of a new enlistment and the unit will prepare the PFR, NGB Form 23 and Readiness Packet. These documents will be retained at the unit along with the MPRJ "Junior" and the soldier's PQR.

3-14 EXTENSION OF ENLISTMENT. (Reference: NGR 600-200 with CAL ARNG Supplements). In accordance with established procedures set forth in NGR 600-200 and CAL ARNG Supplements, the unit completes the DA Form 4836 (Extension of Enlistment) using the individual's PQR for necessary data and will forward the original and second copy to CAMP-CARE for posting and filing in the soldier's MPRJ. Units can refer to CAMP-CARE Personnel Pointer #3 for assistance in completing DA Form 4836. (See Appendix E)

3-15 IDENTIFICATION CARDS. (Reference: AR 640-3) a. Units will follow existing procedures for maintaining the ID Card register.

b. Units/battalions will prepare DA Form 428/DD Form 1172 and forward the original, with picture, to CAMP-CARE for filing in MPRJ.

3-16 INACTIVE ARNG. a. In accordance with NGR 614-1 with California supplementation and NGR 640-1, the unit will process personnel accordingly. The publishing authority will ensure CAMP-CARE is forwarded a copy of the order for processing. NGB Form 23 activity and distribution is governed by the referenced NGRs. CAMP-CARE will post and file the transfer order in the MPRJ.

b. When a soldier is returning to an active status in the California National Guard, the unit will process under the provisions of NGR 614-1. Upon receipt of the return to active status order at CAMP-CARE, the MPRJ will be posted and filed.

3-17 INCOMING MILITARY PERSONNEL RECORDS JACKET (MPRJ). a. Incoming MPRJs from out of state sources are as follows:

(1) Interstate Transfer MPRJs

(2) Conditional Release MPRJs

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- (3) USAR (Troop Unit) MPRJs
- (4) USAR (ARPERCEN Control Group) MPRJs
- (5) REP-63 Training Site MPRJs
- (6) In-Service Recruiting (ISR) MPRJs

b. Regardless of the source, whether officer or enlisted, all MPRJs will be forwarded directly to CAMP-CARE for consolidation and coordination with other MILPO branches prior to information being relayed to the unit/organizational levels.

3-18 INFORMATION REQUESTS. a. Units. Information that is not provided through MILPO reports and unit records such as the Personnel Qualification Record (PQR - GPFM 1780 or GPFM 1790) or the state supported "Junior" addendum, can be requested using CAMP-CARE Transmittal Form #3R and directing the request to CAMP-CARE. Transmittal Form #3R is shown at Appendix C, page C-1. CAMP-CARE will respond to these requests using Transmittal Form #3aR shown at Appendix C, page C-2.

b. CAMP-CARE.

(1) When it has been determined by a CAMP-CARE Records Custodian that certain documentation/information is required from the unit/individual to update a MPRJ/Health Record, the Records Custodian will forward CAMP-CARE Form #2R or #2aR, Request for Documentation/Information to the individual's unit. CAMP-CARE Form #2R is designed for enlisted requests and CAMP-CARE Form #2aR is designed for officer requests. Examples are shown at Appendix B. The Records Custodian will initiate a request, file a suspense copy in the individual's MPRJ and forward the other copy to the unit. Units will comply with the request and endorse back to CAMP-CARE, attaching necessary documentation. Upon receipt of requested information, the Records Custodian will update the soldier's Personnel Record. If requested documentation needs to be transmitted to SIDPERS for coding, units will be notified by CAMP-CARE. Units will then transmit the document using the appropriate SIDPERS transmittal form.

(2) Transmittal Form #3R can be requested by addressing your request through battalion levels to CAMP-CARE, ATTN: Control Section. Initial distribution will be provided at the time of official records transfer. Forms can be locally reproduced.

3-19 IN-SERVICE DIRECT ENLISTMENTS. (Reference: NGR 600-200). Upon enlistment, the soldier's active MPRJ will be mailed directly to CAMP-RR by the in-service recruiter for screening and coding. Upon completion, the soldier's record will be forwarded to CAMP-EPMS for processing and the development of a state file. CAMP-EPMS will forward the record to the appropriate MPRJ records holding entity for the assigned unit.

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3-20 INTERSTATE TRANSFER. (Reference: NGR 600-200 and California procedural guidance issued by CAMP-EPMS). CAMP-CARE's responsibilities are as follows:

a. Outgoing. Upon receipt of appropriate OTAG Interstate Transfer Orders, CAMP-CARE will incorporate documents into the MPRJ, update Item 35, DA Form 2-1 and forward to the gaining state headquarters.

b. Incoming. CAMP-EPMS will transmit soldier's MPRJ/Health Records to CAMP-CARE to be maintained. The Records Custodian will initiate an MPRJ "Junior" and Notification of Enlistment and forward to the unit of assignment.

3-21 LETTERS OF APPRECIATION. (Reference: Table 4-1, AR 640-10). Letters and messages of appreciation or commendation will only be filed in a soldier's MPRJ if the following parameters are met:

a. The letter or message is signed by an individual outside of the published rating scheme.

b. The letter or message is addressed to the soldier or the soldier is mentioned in the basic correspondence.

c. A statement appears in the body of the correspondence authorizing it to be filed in the soldier's personnel record.

3-22 LINE OF DUTY (LOD). a. An LOD is an action pending procedure and shall be kept with the unit until final approval has been granted by NGB.

b. The unit will utilize present procedures in accordance with AR 600-3 for determination and completion of LODs under the guidance and policy set forth by CAMP-SB.

c. A copy of a final LOD approval (DA Form 2173) will be forwarded to CAMP-CARE for filing in the MPRJ by CAMP-SB.

3-23 MOS QUALIFICATION. In accordance with AR 611-201, the unit will ensure soldiers are qualified in their MOS. The publishing authority (MOSC requiring formal school training or MOS producing correspondence courses are awarded on OTAG orders) will forward MOS orders to CAMP-SIB, who will make appropriate distribution.

3-24 OFFICER APPOINTMENT PACKET. (Reference: NGR 600-100 and AR 40-66). Existing procedures will be utilized when preparing officer appointment packets. The appointment packet will be forwarded to CAMP-OPMS for screening and required board action.

3-25 OFFICER BRANCH TRANSFER. (Reference: NGR 611-101, AR 611-101 and CAL ARNGR 600-100). Existing procedures will be utilized when requesting officer branch transfers. Request will be forwarded to CAMP-OPMS for appropriate action, appropriate board actions and orders. CAMP-CARE will react to orders.

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3-26 OFFICER COMMAND SELECTION BOARDS. (Reference: CAL ARNGR 600-100). The procedures set forth in Paragraph 3-34 (Qualitative Retention Program) will be utilized for Officer Command Selection Boards. Notification procedures and record review audits will be identified through coordinated CAMP-BOARDS MOIs.

3-27 OFFICER EVALUATION REPORT (DA FORM 67-8). (Reference: AR 623-105). Existing procedures will be utilized in the preparation and distribution of Officer Evaluation Reports (OERs). Battalion and higher headquarters will monitor suspense.

3-28 OFFICER SPECIALTY SKILL IDENTIFIER (SSI) CHANGES. (Reference: NGR 611-101, AR 611-101). Existing procedures will be utilized when requesting Officer Specialty Skill Identifier (SSI) changes. The request, with supporting document(s), will be forwarded to CAMP-OPMS for appropriate action.

3-29 ORDERS DISTRIBUTION. (Reference: NGR 310-10). Units are required to submit orders to SIDPERS using the appropriate transmittal form to ensure coding. SIDPERS, in turn, will disseminate orders to CAMP-CARE for posting and filing. Permanent Orders (awards) will be transmitted to CAMP-CARE using Transmittal Form #1R. **NOTE:** CAMP-CARE is on automatic distribution of OTAG orders.

3-30 PERSONNEL INFORMATION/ADDRESS UPDATE. All personnel updates will be done at unit level. Upon a change in status, the unit will complete appropriate document(s) and forward on the appropriate SIDPERS transmittal form.

3-31 PHYSICAL EXAMINATION (SF 88 and SF 93). (Reference: AR 40-501). The unit will utilize GPFM - 0860 (Personnel Action Past Due). Battalions will monitor units to ensure that arrangements have been made for examinations. Procedures will remain the same as the present system. Original physical exam forms for non-AGR personnel will be forwarded to CAMP-SIB for coding. CAMP-SIB will forward to CAMP-CARE for posting and filing. For AGR personnel, forward a copy of physical exam to CAMP-CARE on CAMP-CARE Transmittal Form #1R. A copy will be provided to SIDPERS using their transmittal forms for federal data base update.

3-32 PROMOTION OF ENLISTED PERSONNEL. (Reference: Chapter 6, NGR 600-200 as Supplemented by California and Personnel Policy Bulletin Number 88-17). a. Automated Advancement System to pay grades E2, E3 and E4 is CAMP-EPMS responsibility. CAMP-EPMS will forward copies to CAMP-CARE for posting and filing IAW Personnel Policy Bulletin.

b. Promotion to E5 through E9.

(1) Units will complete the NGB Form 4100-1R (Units can utilize CAMP-CARE Personnel Pointer #1 and #2 to assist in completing NGB Form 4100-1R) other existing reports and unit records and forward to the appropriate board authority.

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(2) The MPRJ and Health Record are not required for E5-E9 Promotion Boards. Extracts of the following documents will be provided by CAMP-CARE to the convening board authority upon request:

- (a) DA Form 2-1
- (b) EERs
- (c) Letters of Appreciation
- (d) PQR (GPFM 1790) updated
- (e) DA Form 1059

c. Promotion of AGR and Technician Personnel. Prior to the issuance of any promotion (not advancement) order for Federal Technician or AGR Personnel, the Support Personnel Management Office (SPMO) must concur and CAMP-EPMS must validate eligibility. Approvals will be kept with the order authority file.

3-33 PROMOTION OF OFFICER AND WARRANT OFFICER PERSONNEL. (Reference: NGR 600-100 and NGR 600-101). Existing procedures will be utilized for the promotion of officers and warrant officers. The request for orders will be forwarded to CAMP-OPMS for appropriate action.

3-34 QUALITATIVE RETENTION PROGRAM. CAMP-B is responsible for the operation of all Qualitative Retention Boards, OTAG Officer Promotion Boards, Command Selection Boards and DA Mandatory Promotion Boards. CAMP-B will notify CAMP-CARE, unit and the individual as to what is required from each to form the board packet. All information, documentation and records will be sent to CAMP-B.

3-35 REASSIGNMENT WITHIN UNIT (OFFICER/ENLISTED). The unit will follow established guidelines in transferring personnel within their units. Upon completion of reassignment, the publishing authority will forward a copy of the transfer order form to CAMP-SIB. This will be done through normal OTAG order distribution for officers and warrant officers; and by submission of CAL ARNG Form 680-2-6, in two copies, through CAMP-SIB to CAMP-CARE for enlisted personnel.

3-36 REDUCTION OF ENLISTED PERSONNEL. (Reference: Chapter 6, NGR 600-200 as supplemented by the State of California). Existing procedures will be utilized for the reduction of enlisted personnel. Erroneously advanced (E2-E4) personnel must be administratively reduced on appropriate unit orders.

3-37 REP-63 PROGRAM. (References: CAL ARNGR 350-11 and Chapters 3 and 8, NGR 600-200). a. This program includes One Station Unit Training (OSUT), normal basic/advance training, Civilian Acquired Skills Program (CASP) and the split option training. The overall program is managed by CAMP-EPMS.

b. The "Ship Packet" is maintained by the servicing MEPS for OSUT, normal BT/AIT and Phase I of the Split Option Program.

c. The MPRJs for split option training personnel are maintained by CAMP-CARE after Phase I training has been completed. Upon notification of the scheduled Phase II, CAMP-CARE will forward the MPRJ to servicing MEPS two weeks prior to the ship date.

3-38 REQUEST FOR INFORMATION (CAMP-CARE Form #3R). When requesting information records from CAMP-CARE, units will prepare and submit CAMP-CARE Form #3R. State specific reason(s) information/document(s) is being requested on the form. It is to be signed by the unit commander or senior unit/battalion full-time supervisor. Response will be addressed on CAMP-CARE Transmittal Form #3aR. Resident school instructions are shown on the OTAG orders and are followed by CAMP-CARE.

3-39 RELEASES (DD FORM 368). a. The unit will comply with existing regulations, with the exception of the following: Item 14, Part III, DD Form 368 will be annotated as follows:

OTAG-SMF-CA
ATTN: CAMP-EPMS Box #40
2829 Watt Avenue P.O. Box 214405
Sacramento, California 95821-0405

b. Upon receipt of a signed DD Form 368 (Unit Commander Authorization), CAMP-CARE will forward the required documents, i.e., copies of DD Form 4 series, DD Form 1966 series, physical exam and DA Form 2-1 to the address in Item 2, Part I, DD Form 368. Transmittal of personal information without the commander's authorization is in violation of the Privacy Act and will not be accomplished. Telephonic "exceptions" will not be made. (NOTE: Reference: OTAG Personnel Policy Bulletin Number 88-14). All transfers to reserve components, must have MILPO approval and signature on the DD Form 368 before it will be processed.

c. Upon receipt of the "Notice of Enlistment" (Part III, DD Form 368), CAMP-EPMS will request a separation order. Upon receipt of the order, CAMP-CARE will close out the MPRJ and forward to the appropriate agency. CAMP-CARE will also provide the state's close out file to OTAG State files.

d. The unit will close out and forward the NGB Form 23 through CAMP-CARE to CAMP-SIB and OTAG State files within five days of receipt of the order.

3-40 SECURITY CLEARANCES (DOD PERSONNEL SECURITY QUESTIONNAIRE (NATIONAL AGENCY CHECK) DD FORM 398-2). (References: AR 604-5 and AR 611-201). a. Units will initiate DD Form 398-2 (DOD Personnel Security Questionnaire) and FD Form 258 (Fingerprint Cards) upon determination that clearance is required for soldier's MOS or rank (grade). DD Form 398-2 and FD Form 258 will be forwarded to CAMP-SB for action. A copy of DD Form 398-2 will be forwarded to CAMP-CARE for filing as a suspense document in the soldier's MPRJ until clearance is granted.

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b. Upon receipt of clearance, a copy of the DA Form 873 is forwarded to CAMP-SIB for federal update. The original DA Form 873 will be forwarded to CAMP-CARE with a cover letter stating soldier's clearance status attached. CAMP-CARE will forward cover letter to unit to notify them of security clearance receipt and MPRJ posting and filing.

3-41 SCREENING OF MPRJ/HEALTH RECORDS. (Reference: AR 640-10). Custodians will continually screen and update soldiers records, removing obsolete or unnecessary documentation. When it has been determined that documents are not required in the Personnel Record, CAMP-CARE will transmit all unnecessary documentation to the soldier's unit of assignment, using CAMP-CARE's Transmittal Form #4R.

3-42 SEPARATION OF OFFICERS/WARRANT OFFICERS. (Reference: NGR 600-100 and NGR 600-101). a. Battalions will initiate requests for officer/warrant officer separations and forward these to CAMP-OPMS for approval. CAMP-OPMS will initiate the separation order.

b. CAMP-CARE reacts to orders and appropriately transmits the MPRJ.

c. Units close out the officer/warrant officer's NGB Form 23 and forward it to CAMP-CARE within five days of receipt of the OTAG separation order.

3-43 SUSPENSION OF FAVORABLE PERSONNEL ACTIONS (DA FORM 268). (References: AR 600-9, NGR 600-9, NGR 600-200 and AR 600-31). The DA Form 268 will be initiated at unit level following the existing procedures.

3-44 TRANSFER OF OFFICER/WARRANT OFFICER AND ENLISTED PERSONNEL. (Reference: NGR 600-100, NGR 600-101 and NGR 600-200). a. Officer/Warrant Officer Personnel. Follow existing procedures; however, CAMP-CARE must be used as a thru addressee in order to attach appropriate documentation for CAMP-OPMS use.

b. Enlisted Personnel. Existing requirements will continue to be followed.

3-45 TWENTY YEAR VERIFICATION/LETTER. (Reference: CAL ARNGR 600-10). Units will follow procedures outlined in the referenced regulation and forward verification letter to CAMP-SIB-RPAS. When CAMP-SIB-RPAS initiates a Twenty-Year Letter, they will forward a copy to CAMP-CARE for filing in the soldier's MPRJ.

3-46 AUTOMATED IMMUNIZATION PROGRAM. CAMP-CARE will provide an Automated Immunization Roster to the medical team during PREP and MP3 Processing for updating immunizations of soldiers.

Office Symbol(DATE)

MEMORANDUM THRU Cdr, _____

For Cdr, OTAG, ATTN: CAMP-CARE (OTAG Box #7), Sacramento, CA
95821SUBJECT: Transmittal of Documents for Posting/Filing in
MPRJ/Treatment Records**I. INSTRUCTIONS:**

1. This CAMP-CARE Transmittal Form #1R is the only form that will be used by your organization to transmit documents that are required to be posted and/or filed in the individuals' MPRJ/Treatment Records in accordance with applicable regulations and the CAMP-CARE Procedure Manual.
2. This is not a SIDPERS transmittal form. It will not generate coding changes, pay changes or any other action to the SIDPERS data base.
3. You may use this form for various types of personnel transactions but use a separate transmittal sheet for each UIC in your organization.
4. Attach one copy per individual listed on each document. List the individuals' rank, name, SSN and the type of document on the lines provided. This will ensure that all documents submitted by your organization are processed.
5. This form is in three (3) copies. Complete and forward the original and one (1) carbon to CAMP-CARE for processing, maintaining the 2nd carbon as a unit suspense copy. Upon receipt of transmittals, CAMP-CARE will file the original copy and return the carbon to the unit for their files.

II. THE FOLLOWING DOCUMENTS ARE HEREBY TRANSMITTED ON THE BELOW LISTED INDIVIDUALS FROM UIC _____:

	RANK	NAME	SSN	TYPE OF DOCUMENT
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

(Signature of Unit Representative)

CAMP-CARE Transmittal Form #1R

APPENDIX B

CAMP-CARE

(DATE) _____

MEMORANDUM THRU Cdr, _____

Box # _____

FOR Cdr, _____

SUBJECT: Request for Documents to be Forwarded, Updated, or
Initiated for ENLISTED MPRJ's

1. Reference CA ARNG PAM 600-8.

2. The Military Personnel Record Jacket (DA Form 201) pertaining

_____ has been
(RANK) (NAME) (SSN)
screened.3. The following documents are needed in order to complete the
MPRJ and bring it up to date:

_____ DD Form 93

_____ DA Form 5435-R (GI Bill)

_____ VA Form 29-8286

_____ CAL ARNG Form 135-91

_____ DA Form 428 W/Photo

_____ MOS Orders

_____ SF 88/93 (Physical)

_____ DA Form 2166-6 (Specify)

_____ DA Form 2005 (Privacy Act) Period _____

_____ Civilian Education (Specify) _____

_____ Prior Service Document(s) (Specify) _____

_____ Other _____

HARRY E. PERRY
CW2, CA ARNG
Chief, California Personnel
Service Center

CAMP-CARE FORM #2R

1 February 1990

APPENDIX B (continued)

CAMP-CARE

(DATE) _____

MEMORANDUM THRU Cdr, _____

Box # _____

FOR Cdr, _____

SUBJECT: Request for Documents to be Forwarded, Updated, or Initiated for OFFICER MPRJ's

1. Reference CA ARNG PAM 600-8.

2. The Military Personnel Record Jacket (DA Form 201) pertaining to _____ has
(RANK) (NAME) (SSN)
been screened.

3. The following documents are needed in order to complete the MPRJ and bring it up to date:

_____ DD Form 93	_____ NGB Form 62
_____ VA Form 29-8286	_____ CAL ARNG 1 (Officer Resume)
_____ DA Form 428 W/Photo	_____ NGB Form 337 (Oath Of Office)
_____ SF 88/93 (Physical)	_____ Current Transfer/Reassignment Order
_____ DA Form 2005 (Privacy Act)	
_____ Civilian Education (Specify)	

_____ Military Education (Specify) _____

_____ Prior Service Document(s) (Specify) _____

_____ Federal Recognition (Specify) _____

_____ Other _____

CAMP-CARE FORM #2aR

HARRY E. PERRY
CW2, CA ARNG
Chief, California Personnel
Service Center

APPENDIX B (continued)

CAMP-CARE

(DATE) _____

MEMORANDUM THRU Cdr, _____

Box # _____

FOR OTAG-SMF-CA
 ATTN: CAMP-CARE (OTAG Box #7)
 P.O. Box 214405
 Sacramento CA 95821-4405

SUBJECT: Request for Information From CAMP-CARE

1. CAMP-CARE Transmittal Form #3R will be used by all units to request information, documentation, MPRJ/Treatment Records from the California Personnel Service Center (CAMP-CARE).

2. Request the following information on _____

(RANK) (NAME)
 be forwarded.

(SSN) _____

(UNIT/UIC) _____

a. Request the following information/documents (state reason for request):

b. Request Soldier's MPRJ/Treatment Record (state reason for records):

c. Other: _____

3. Units will forward two (2) copies of this form through their Bn Hqs to CAMP-CARE.

CAMP-CARE Transmittal Form #3R

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CAL ARNG Pam 600-8

APPENDIX C

CAMP-CARE

(DATE) _____

MEMORANDUM THRU Cdr, _____

Box # _____

FOR Cdr, _____

SUBJECT: Request for Information from CAMP-CARE

1. In reference to your request for information on _____

(NAME) _____ (SSN) _____ (RANK) _____ (UNIT) _____
DATED _____. The following action has been initiated:

- _____ A. Requested documentation attached.
- _____ B. Requested MPRJ/Treatment Record attached with Suspense date of _____.
- _____ C. Request returned without action (Reason):

- _____ D. Other _____

_____ Encl (s)

HARRY E. PERRY
CW2, CA ARNG
Chief, California Personnel
Service Center

CAMP-CARE TRANSMITTAL FORM #3aR

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APPENDIX C (continued)

CAMP-CARE

(DATE) _____

MEMORANDUM THRU Cdr, _____ Box # _____

FOR Cdr, _____

SUBJECT: Request for Information from CAMP-CARE

1. In reference to your request for information on

(NAME)	(SSN)	(RANK)	(UNIT)
DATED _____ . The following action has been initiated:			

- _____ A. Requested documentation attached.
- _____ B. Requested MPRJ/Treatment Record attached with Suspense date of _____.
- _____ C. Request returned without action (Reason):

_____ D. Other _____

_____ Encl (s)

HARRY E. PERRY
CW2, CA ARNG
Chief, California Personnel
Service Center

CAMP-CARE TRANSMITTAL FORM #3aR

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APPENDIX D

CUSTODIAN _____

BOX # _____

CAMP-CARE _____

(DATE) _____

MEMORANDUM THRU Cdr, _____

FOR Cdr, _____

SUBJECT: Return of Documents

1. Reference CA ARNG PAM 600-8.
2. The Military Personnel Record Jacket (DA Form 201) pertaining to _____
RANK/LAST name, FIRST name, MI. SSAN
has been screened.

REASON: Initial/Accession/Consolidation/Transfer/Post-File/
Records Review.

3. The attached documents have been removed because they are:

_____ Excess and not required in MPRJ.
_____ Duplicates and have been posted.
_____ Maintained at unit level.
_____ Received updated form(s).
_____ Returned for submission to SIDPERS (needs to be coded).
_____ Misrouted to CAMP-CARE.
_____ Other:

4. These documents are returned for unit disposition. Documents not required at unit level should be returned to soldier for his/her personal file for future use or reference.

_____ Encl (s)

HARRY E. PERRY
CW2, CA ARNG
Chief, California Personnel
Service Center

CAMP-CARE TRANSMITTAL FORM #4R

APPENDIX E

CAMP-CARE PERSONNEL POINTER #1

How to Gather Information for
Completion of NGB Form 4100-R
Using MPRJ JR and GPFR 1790 (PQR)

NGB Form 4100-R

- Item #1: Organization; Take info from MPRJ Jr, first line after SM's name.
- Item #2: Date of preparation; Self-explanatory.
- Item #3: For promotion consideration to grade: Enter grade to be promoted to.
- Item #4: By promotion board to convene on (date): Self-explanatory.

SECTION I

- Item #5: NAME; Take info from PQR Section A, #3.
- Item #6: SSN; Take info from PQR Section A, #2.
- Item #7: GRADE; Take info from PQR Section B, #1.
- Item #8: DATE OF RANK: Take info from PQR Section B, #4.
- Item #9: PEBD; Take info from PQR Section D, #1.
- Item #10a: Duty MOS; Take info from PQR Section C, #3.
- Item #10b: Primary MOS; Take info from PQR Section G, #16.
- Item #11a: Duty Position Title; Take from unit MTOE Roster and match with Para/Line number on PQR Section C, #'s 8 & 9.
- Item #11b: Primary MOS Title; Take info from AR 611-201.
- Item #12: Take info from MPRJ Jr TEST SCORES, "DATE".
- Item #13: Take info from PQR Section G, #9.
- Item #14: Enlisted/Warrant/Commissioned Active and Reserve Service; Prior Active/Reserve Service can be taken from MPRJ Jr but does not specify whether it is Enlisted/Warrant/Commissioned Service. Therefore, indicated as shown on MPRJ Jr (without breakdown).

SECTION II: ADMINISTRATIVE POINT EVALUATION

- Line #1: Cumulative Service (See Worksheet on back of NGB Form 4100-R).
 - a. Take PEBD from PQR Section D, #1 and subtract from date of promotion board to equal time in service.
 - b. Take Active Federal Service from TOT ACTIVE P/S on MPRJ Jr (compute as shown on worksheet).
- Line #2: Time in Grade
 - a. Take DOR from PQR Section B, #4 and subtract from date of Promotion Board. (Compute as shown on worksheet).
 - b. Take info from NGR 600-200 and compute as shown on worksheet.

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APPENDIX E (continued)

CAMP CARE PERSONNEL POINTER #1 (CONT'D)
NGB Form 4100-R

SECTION II: ADMINISTRATIVE POINT EVALUATION (CONT'D)

Line # 3: Enlisted Evaluation Score/Commander's Appraisal

a. This item cannot be found on PQR or MPRJ JR, therefore, line # 3b must be completed.

b. Complete as shown on worksheet.

Line # 4: Civilian Education: Take info from PQR Section E, #2 (Compute as shown on worksheet).

Line # 5: Military Education: Take info from MPRJ JR MIL SCH (at the bottom of the page). Also, can be found on PQR Section G, #11. Compute as shown on worksheet.

Line # 6: Awards/Decorations: Take info from MPRJ JR "STATE AWARDS" (Center of page). Compute points as shown on worksheet.

SECTION III: Commanders Evaluation

Item #15: Self-explanatory.

Item #16: Self-explanatory.

SECTION IV: Board use only

SECTION V: Board use only

1 Encl

NGB Form 4100-R

APPENDIX E (continued)

CAMP-CARE PERSONNEL POINTER #2
How to gather information on
Request for Board Promotion
using MPRJ JR and GPFR 1790(PQR)

- Item # 1: Rank: Take info from PQR Section B, #2.
Name: Take info from PQR Section A, #3.
SSAN: Take info from PQR Section A, #2.
- Item # 2: Self-Explanatory
- Item # 3: TDA Position: Para: Take info from PQR Section C, #8.
Line: Take info from PQR Section C, #9.
Title: Take info from Unit MTOE roster.
DMOS: Take info from PQR Section C, #3.
- Item # 4: Physical Status: WT: Take info from PQR Section J, #3.
HT: Take info from PQR Section J, #4.
MAW: Use AR 600-9.
- Item # 5: Time in grade: Use NGR 600-200, can compute from DOR on PQR Section B, #4.
- Item # 6: MOS Qual: Take info from MPRJ JR "MIL SCH" located at the bottom of the page.
- Item # 7: Service School for Military Education: Take info from PQR Section G, #11.
- Item # 8: Date of last Phys: Take info from PQR Section J, #1.
- Item # 9: Security Clearance: Take info from PQR Section I, #'s 1, 2, & 3.
- REMARKS:** Enter actual waiver requirements and other pertinent data as deemed appropriate:
-
-
-
-

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APPENDIX E (continued)
CAMP-CARE PERSONNEL POINTER #3

How to Gather Information for
Completion of DA Form 4836
Using MPRJ Jr and/or GPFR 1790 (PQR)

EXTENSION PROCESSING DATA

- Item #1: THIS IS AN EXTENSION OF ENLISTMENT/REENLISTMENT OF A CURRENT MEMBER OF; Always check first block: "Army National Guard and a Reserve of the Army".
- Item #2: NAME; Take info from PQR Section A, #3.
- Item #3: SSN; Take info from PQR Section A, #2.
- Item #4: GRADE; Take info from PQR Section B, #2.
- Item #5: DATE; Current date (date prepared).
- Item #6: UNIT OF ASSIGNMENT; Take info from PQR Section C, #2, plus 5 digit alpha unit designation, address, zip code and 3 digit state payroll number.
- Item #7: CURRENT (Latest) DD FORM 4 or DD FORM 4/1 THROUGH 4/4; All info taken from PQR as follows:
- Item #7a: DATE; Info taken from PQR Section C, #16.
- Item #7b: TERM OF SERVICE (Years); Info taken from PQR Section G, #3.
- Item #7c: NUMBER OF EXTENSIONS PREVIOUSLY GRANTED TO CURRENT DD FORM 4; Info taken from PQR Section G, #5.
- Item #7d: ETS; Info taken from PQR Section G, #1.
- Item #7e: BASIC PAY ENTRY DATE; Info taken from PQR Section D, #1.
- Item #8: PROVISIONS AND COMPUTATION OF THIS EXTENSION; Info taken from PQR as follows:
- Item #8a: CURRENTS ETS; Same date as Item 7d.
- Item #8b: PERIOD OF THIS EXTENSION; Per soldier and NGR 600-200 Table 2-5.
- Item #8c: NEW ETS; Total of 8a and 8b.
- HEIGHT/WEIGHT/BODY FAT PERCENT; Info taken from PQR Section J, #3 and #4; Body fat percent, if appropriate, is maintained at unit level.

APPENDIX E (continued)

CAMP-CARE PERSONNEL POINTER #3 (CONT'D)
DA FORM 4836

Item #9: AUTHORITY AND REASON FOR THIS EXTENSION; If prior to 90 days before current ETS, a written statement stating purpose (i.e. Extending for AGR Tour), must appear. State paragraph form NGR 600-200 that is applicable (Paragraph 2-14 is most commonly used). Check appropriate Regulation box. (Reference Appendix Z, CAL Supplement to NGR 600-200).

OATH OF EXTENSION

First Date; The date DA Form 4836 is signed and oath is acknowledged.

Second Date; The same date in Item #7a.

Third blank is self explanatory.

OFFICER CERTIFICATION

Date must be the same as first date in the Oath of Extension and Officer's signature.

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APPENDIX E (continued)

OATH OF EXTENSION OF ENLISTMENT OR REENLISTMENT <small>For use of this form, see AR 140-111 (USAR), and NGR 600-200 (ARNG). The proponent agencies are Commander, RCPAC and Chief, National Guard Bureau.</small>				
SAMPLE				
DATA REQUIRED BY THE PRIVACY ACT OF 1974 (5 USC 552a)				
AUTHORITY:	Title 10, USC, Sec 270, 275, and 280, Title 32, USC Sec 302(c), and Executive Order 9397.			
PRINCIPAL PURPOSE:	To be used when a member of the ARNG or USAR extends a current enlistment/reenlistment agreement (Chapter 2, NGR 600-200 (Chapter 3, AR 140-111)).			
ROUTINE USES:	Confirmation of obligation and participation requirements, and as a basis for non-participation action if the individual fails to meet participation requirements. The SSN is used to identify the individual.			
DISCLOSURE:	Completion of this form and disclosure of SSN are voluntary. If member refuses to provide the requested information and sign the form, the member will be released upon normal ETS date. A copy of this form will be retained by the individual.			
EXTENSION PROCESSING DATA				
1. THIS IS AN EXTENSION OF ENLISTMENT/REENLISTMENT OF A CURRENT MEMBER OF				
<input checked="" type="checkbox"/> ARMY NATIONAL GUARD AND A RESERVE OF THE ARMY <input type="checkbox"/> A TROOP PROGRAM UNIT OF THE US ARMY RESERVE <input type="checkbox"/> INDIVIDUAL READY RESERVE				
2. NAME (Last, First, MI)	A-3	3. SOCIAL SECURITY NO.	A-2	4. GRADE
				B-2
5. DATE				
CURRENT DATE				
6. UNIT OF ASSIGNMENT (Include unit designation, address, UN and ZIP Code)				
C-2 plus alpha unit designation, address, zip code and 3-digit state payroll number				
7. CURRENT (Last) DD FORM 4 OR DD FORM 471 THROUGH 474				
a. DATE C-16 b. TERM OF SERVICE (Years) G-3 c. NUMBER OF EXTENSIONS PREVIOUSLY GRANTED TO CURRENT DD FORM 4 G-5 d. ETS G-1 e. BASIC PAY ENTRY DATE D-1				
8. PROVISIONS AND COMPUTATION OF THIS EXTENSION				
(Day) (Month) (Year(s)) a. CURRENT ETS (Extracted from item 7d above) SAME DATE AS ITEM #7a b. PERIOD OF THIS EXTENSION NEW ETS (Sum of a and b above)				
HEIGHT: J-3 WEIGHT: J-4 BODY FAT PERCENT: At unit if applicable				
9. AUTHORITY AND REASON FOR THIS EXTENSION				
Enter specific reason per NGR 600-200 PARA -Specific paragraph <input type="checkbox"/> (AR 140-111) <input checked="" type="checkbox"/> (NGR 600-200)				
OATH OF EXTENSION				
I do hereby acknowledge this _____ day of DATE SIGNED & ACKNOWLEDGED that I have voluntarily extended my current enlistment/reenlistment agreement of _____ day, of SAME AS #7a, 19____, for the period indicated in item 8b above. I agree to remain a member of the (Army National Guard of CALIFORNIA and as a Reserve of the (Army) (United States Army Reserve) during the entire period of this extension. I understand this extension will establish my Expiration Term of Service (ETS) date as shown in item 8c.				
SIGNATURE				DATE
				SAME DATE AS OATH
OFFICER CERTIFICATION				
I certify that the above Oath of Extension was subscribed and duly sworn before me this _____ day of SAME DATE AS OATH, 19____.				
Typed Name, Grade and Branch of Commissioned Officer *		Signature of Commissioned Officer *		
* Or witness to the extension who is authorized to administer oaths under State law for members of the Army National Guard.				

DA FORM 4836

ARNG: Nothing can will retain this copy
 USAR: If not members Forward this copy to your area commander. If not
 to: Cdr RCPAC, ATTN: AGI/ZRM/RM, St. Louis, MO 63125
 (RR members) Forward this copy directly to Cdr, RCPAC, AGI/ZRM/RM, St. Louis, MO 63125

APPENDIX F

ENLISTED MPRJ JR ADDENDUM

Transaction Date [] Custodian Initials []

SSAN [] NAME [] RANK []

UIC [] Unit Description []

FEDERAL AWARDS

ASR [] MSM [] OSR [] ARCOM [] USNGCM [] SS []
 OTR [] VSM [] HSM [] NDSM [] USMCGCM [] PH []
 AFGCM [] NPDR [] AAM [] ALB [] RVNCM [] BS []
 AGCM [] DATE AGCM [] AFRM [] DATE AFRM []
 ARCAM [] DATE ARCAM []
 AFRM BASE DATE 1 [] ARCAM BASE DATE 2 []
 NONE [] AGR (AGR ONLY) BASE DATE []

STATE AWARDS

CAMV [] CAMM [] CASSR [] CAMC [] CAFSR []
 CAETR [] CAEER [] CAREAR [] CAMUC [] CANCO []
 CAUC [] CACM [] CAOC []
 CACSM [] DATE CACSM [] CAGCR [] DATE CAGCR []
 CAGCM [] DATE CAGCM [] CADAR [] DATE CADAR []
 NONE [] STATE BASE DATE []

ACTIVE PRIOR SERVICE [] RESERVE PRIOR SERVICE []
 yr mo da yr mo da

GT [] GM [] EL [] CL [] MM [] SC [] CO []
 FA [] OF [] ST [] DATE []

COLOR PERCEPTION: NORMAL [] RED [] GREEN [] OTHER []

PLACE OF BIRTH: []
 City State

CURRENT/PREVIOUSLY HELD GRADES:

CURRENT GRADE [] DOR []
 Previous Grade [] DOR []
 Previous Grade [] DOR []
 Previous Grade [] DOR []
 Previous Grade [] DOR []

MILITARY EDUCATION INFORMATION:

Mil Sch	Crs/MOS	Dur	Comp	Yr
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

APPENDIX F (continued)

OFFICER/WARRANT OFFICER MPRJ JR ADDENDUM

Transaction Date []

SSAN [] NAME [] RANK []

UIC [] Unit Description []

FEDERAL AWARDS

ASR [] MSM [] OSR [] ARCOM [] USNGCM [] SS []
 OTR [] VSM [] HSM [] NDSM [] USMCGCM [] PH []
 AFGCM [] NPDR [] AAM [] ALB [] RVNCM [] BS []
 AGCM [] DATE AGCM [] AFRM [] DATE AFRM []
 ARCAM [] DATE ARCAM []
 AFRM BASE DATE 1 [] ARCAM BASE DATE 2 []
 NONE [] AGR (AGR ONLY) BASE DATE []

STATE AWARDS

CAMV [] CAMM [] CASSR [] CAMC [] CAFSR []
 CAETR [] CAEER [] CAREAR [] CAMUC [] CANCO []
 CAOUC [] CACM [] CAOC []
 CACSM [] DATE CACSM [] CAGCR [] DATE CAGCR []
 CAGCM [] DATE CAGCM [] CADAR [] DATE CADAR []
 NONE [] STATE BASE DATE []

ACTIVE PRIOR SERVICE [] yr mo da RESERVE PRIOR SERVICE [] yr mo da

COLOR PERCEPTION: NORMAL [] RED [] GREEN [] OTHER []

PLACE OF BIRTH: [] CITY STATE

MILITARY EDUCATION INFORMATION:

Mil Sch	Crs	Dur	Comp	Yr

CAMP-CARE FORM #24a

APPENDIX F (continued)

CUSTODIAN _____ BOX # _____
CAMP-CARE _____
(DATE) _____

MEMORANDUM THRU Cdr, _____

FOR Cdr, _____

SUBJECT: Notification of Accession/Transfer Packet Receipt

1. Transmitted herewith is notification that CAMP-CARE has received an accession for:

Rank/Name: _____

SSAN/Unit: _____

Date of Enlistment: _____ ETS: _____ (☐ x ☐)

Type of Accession: NPS ☐ ISR ☐ PS ☐ IST ☐ TRF ☐

Effective Date of Transfer: _____ From: _____
(ING/old Unit/State)

IADT Report Date: _____ IADT Completion Date: _____

OSUT: _____ SPLIT TRAINING: _____

DMOS: _____ Para: _____ Line: _____

PMOS: _____ SMOS: _____ AMOS: _____

Home Address: _____

Home Phone: () _____

Missing Documents

_____ DD Form 93 _____ VA Form 29-8286 _____ SF 88
_____ SF 93 _____ DA Form 428 w/Photo _____ DD Form 2005

2. For Rep-63 personnel upon completion of training, a MPRJ "Junior" and any excess documentation will be forwarded to the unit.

3. The attached MPRJ "Junior", except Rep-63 soldiers, is to be maintained at unit level to be used in lieu of a 201 file for information not obtainable on the GPFM 1790 (PQR).

4. If the unit has any questions or is aware of any changes in the soldiers Rep-63 status, they should be directed to the CAMP-EPMS, Rep-63 Coordinator at (916) 973-3308.

Encls
IADT Order [] Yes, [] No
Bonus Annex [] Yes, [] No
MPRJ "Junior" [] Yes, [] No

HARRY E. PERRY
CW2, CA ARNG
Chief, California Personnel
Service Center

CAMP-CARE TRANSMITTAL #5R


CAL ARNG Pam 600-8

1 February 1990

(CAMP-CARE)

BY ORDER OF THE GOVERNOR:

OFFICIAL:

A circular seal of the State of California is stamped over the signature. The seal features the words "STATE OF CALIFORNIA" around the top edge and "OFFICIAL SEAL" around the bottom edge, with two stars in the center.
CURWOOD F. AREY HOLDS
COL, INF, CAL ARNG
Administrative Officer

DISTRIBUTION:

A

ROBERT C. THRASHER
Major General
The Adjutant General